Procedure: Adding a PowerPoint Presentation or Web Site to Your Room

Introduction: If you add a PowerPoint Presentation to your room, you'll be able to display the slides individually during your presentation and make notes on them using the eBoard tools. You can also quickly launch a web site in your presentation if you want to. These are great ways to customize your presentation.

Getting Started: This process needs to be completed before you administer your live session. You need to be logged into the administration features of Horizon Wimba and have your room open.
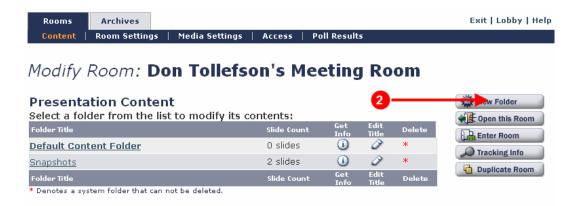

Steps:

1.   Click on the "Content" tab:

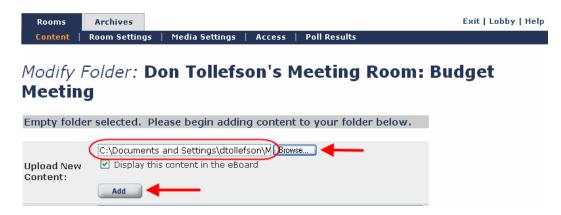2.   Click on the "New Folder" button:

3. Type the name of your new folder and click on the "Create" button:

4. A confirmation screen will appear and your new folder will be listed. To add your PowerPoint, click on the folder name (it's a hyperlink).
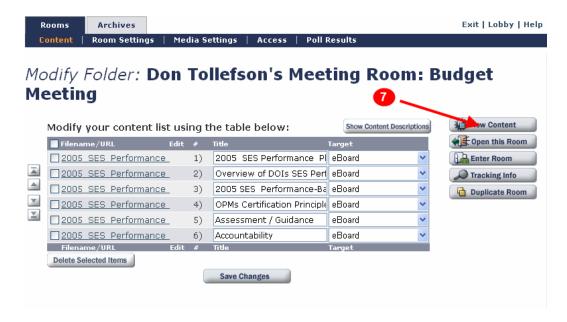

5. Click on the "Browse…" button to select your PowerPoint from your computer, then click the "Add" button to add the slides to your presentation. Horizon Wimba will automatically convert each of your slides into an individual .gif image, meaning any transitions you had on your original PowerPoint presentation will no longer work.

6.   Modify any content you desire:

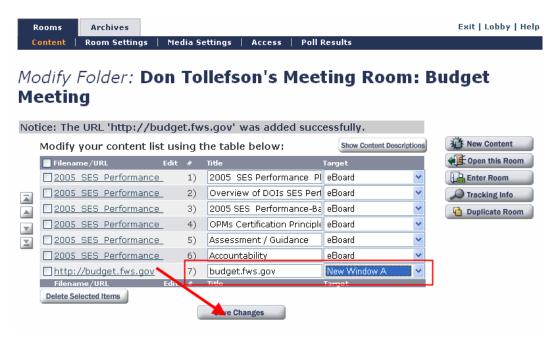| YOU WANT TO:	Then you should:
Leave it alone	Go to step 7
Change the slide order	• Click in the box in front of the slide you want to move • Use the up and down arrows to move the slide to it's new location • Click on the "Save Changes" button
Change the slide titles	• Click in the "Title" of the slide you want to change. • Type in the new slide title • Click on the "Save Changes" button
Delete a slide	• Click in the box in front of the slide you want to delete • Click on the "Delete Selected Items" button • Click on the "Save Changes" button

7.   To add a URL, click on the "New Content" button:

8. Type the URL you want to share in the appropriate box and click on the "Add" button:

9. The only things you'd want to do here is possibly change the name of the slide or move the slide (follow directions in step 6 above) or change the target. Keeping the target at "New Window A" will open the web site in a new window for your meeting participants. This tends to be the best option. If you make any changes, you need to click the "Save Changes" button.

10. That's it. Your content is now created.